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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

DATE: 7 January 1954

FROM : Chief, Administrative Staff, Logistics Office

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

No activity.

b. Logistics Office Notices and Instructions (continued item)

No activity.

2. PROJECTS AND STUDIES IN PROGRESSa. Logistics Support Course (continued item)

Meetings are being held this week with Procurement Division instructors in this course to discuss evaluation of the last course and make plans for the procurement segment of the next one. Several nominations for the next course have already been received, in advance of distribution of course announcements. ✓

c. Training Evaluation Program (continued item)

No change.

3. OTHER ITEMS OF INTERESTa. Personnel Report (continued item)

533
24
32
612
25X9A2 OK
[REDACTED] ✓
recently transferred from General Services Office.

b. Review of LO Career Designations (continued item)

No change.

c. Basic Intelligence Course (Sup) (continued item)

Additional visual aids have been developed to augment the Logistics presentation in the Administrative Support Course to be given on Thursday, 14 January.

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d. Vital Material Program (continued item)

No change.

e. Work Program - Administrative Staff (continued item)

Conference has been held by the Chief, Administrative Staff, with the Budget Officer concerning the fiscal program for the Logistics Office for the period 1 January through 30 June 1954.

f. Logistics Office Funds, FY 1954 (new and continued item)

25X1A9a

Messrs. [REDACTED] of Budget Division, Comptroller's Office, met with the Budget Officer, Logistics Office, to begin the reprogramming and rescheduling of FY 1954 funds balances. Further meetings will be held, with view to assuring provision of adequate funds in all LO allotment accounts for balance of fiscal year. ✓

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

Overseas Availability Cards for LO employees are being analyzed and information used in establishment of a register for filling needs reported by other components.

The Personnel Officer attended a meeting 6 January with representatives of EE/Pers. and EE/Admin. concerning various overseas needs for Logistics personnel.

b. Logistics Office Training Program (continued item)

Three administrative personnel from FE Division have been scheduled for one week's orientation in LO beginning 11 January 1954.

[REDACTED] 25X1A9a

LO/AS/ML (7 Jan. 1954)

Distribution:

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1 - LO Official File